

FAMILY LAW RULES

RULE 1

SCOPE AND TITLE

1.1 **Scope.** These Rules shall apply in the Monroe Circuit Court in all domestic relations, juvenile paternity and child support cases in the Monroe Circuit Court, unless otherwise ordered by a judge presiding in a specific case. These Rules are in addition to and are not intended to replace the Local Rules of Practice and Procedure for the Monroe Circuit Court. In the event of a conflict in a family law matter, these Rules shall apply. These Family Law Rules shall be effective on July 1, 2003.

1.2 **Title.** These Rules shall be known as the "Monroe County Family Law Rules", and shall be referred to as "Family Rule ____."

RULE 2

ADMINISTRATIVE PROCEDURES

2.1 Any request for provisional orders should be made a part of the petition for dissolution of marriage, legal separation, or to establish paternity, in which case the petition shall be titled "Verified Petition [for Dissolution of Marriage] [for Legal Separation] [to Establish Paternity] and for Provisional Orders".

2.2 Parties shall advise the court in the text of any preliminary or contempt petition if the matter requires an immediate or expedited hearing and shall provide an estimate of the time required in the event that more than 15 minutes is necessary. Otherwise, the matter will be scheduled in due course with priority given to it as set forth in the statute.

2.3 By agreement of the parties, all issues and evidence relevant to a domestic relations case may be presented in summary fashion by counsel.

2.4 When submitting a Final Decree and Property Settlement Agreement, the parties shall submit sufficient copies of each for the court to retain an original and one copy of each and provide copies to all parties or counsel of record.

2.5 In all new cases relevant to family law matters, the petitioner shall use the summons forms set forth in Appendix A or B.

RULE 3

NOTICE AND SPECIAL DISCLOSURE REQUIREMENTS

3.1 Notice. In all relevant post-decree family law matters, the moving party shall give notice of the time and place of the hearing or trial by summons, subpoena, Order to Appear, or Notice of Hearing, served by the moving party upon the adverse party at least seven (7) days prior to the hearing or trial, or on such shorter notice as the Court may direct, and file proof of service at or prior to the hearing or trial.

3.2 Special Disclosure Requirements. Prior to any preliminary hearing or within thirty (30) days after service of a petition in a family law matter, whichever shall first occur, each party shall provide the Court with written notice of any other pending legal proceeding involving either party where the other pending legal proceeding concerns an allegation of domestic violence, spousal abuse, child abuse, violation of a protective order or restraining order, or a criminal charge. The written notice shall include the name and location of the Court in which the case is pending, the case number, the names of parties involved, and a brief summary of the nature of the legal proceeding.

RULE 4

SUBMISSION OF AGREED MATTERS

4.1 Written Agreement Required. No agreed matter shall be submitted unless accompanied with a signed agreement and a proposed order or decree. However, if the parties reach a settlement just prior to hearing or trial and there is insufficient time to prepare a typewritten statement, then the Court may accept evidence of that settlement in handwritten form or on the record. If the agreement is entered orally on the record, the parties shall provide the Court a proposed written order setting forth the agreement within ten (10) days.

4.2 Petition or Statement of Grounds for Modification Required. An agreed modification entry shall set forth the grounds for such modification.

RULE 5

CHILD SUPPORT

5.1 Worksheet Required. In all proceedings involving child support each party shall file one or more completed Indiana Child Support Guidelines worksheets with any agreed order, and at any hearing or trial. The completed worksheets shall be provided to the other party at least seven (7) days prior to any hearing or trial. Failure to comply may result in a sanction of \$150 imposed upon the party not complying. Worksheet and child support guideline information is available at www.in.gov/judiciary/rules/child_support.

5.2 Support Settlement Agreements. If an agreed amount of child support deviates from the Guidelines, the agreement shall set out the reasons for the deviation.

5.3 Income Withholding Order Required. In all proceedings involving child support, the Income Withholding Order required by Ind. Code 31-16-15-1 shall be submitted to the Court with any Settlement Agreement or Final Decree.

5.4 Child Support Arrearage Calculation Form. In all proceedings involving a child support arrearage, including contempt hearings, the party alleging the child support arrearage shall file a completed Child Support Arrearage Calculation Form with the court at the hearing. The Form is located at Appendix D to these Rules.

RULE 6

HELPING CHILDREN COPE WITH DIVORCE

The best interest of children of divorcing parents and parents involved in paternity proceedings will be served by requiring parental participation in an education workshop entitled, "Children Cope With Divorce". Participation will:

- (1) improve post-separation parenting; and
- (2) encourage agreements between the parties concerning their child(ren).

These same interests will be served by requiring attendance at the workshop by some parents involved in post-dissolution proceedings.

Both parents in domestic relations and juvenile paternity cases involving children under the age of 18 years shall attend the parenting education workshop. The workshop must be completed prior to final hearing. Parents in cases seeking modification of custody and visitation orders may be ordered to attend the parenting education workshop. Each parent is responsible for the fee, though an allowance for indigent fee waiver may be available. The Petitioner shall register for the workshop within 15 days of filing the petition. A copy of the Standing Order that requires attendance shall be served on the Respondent with the petition. The Respondent shall register for the workshop within fifteen (15) days after receiving the Standing Order. Said registration can be made through:

CHILDREN COPE WITH DIVORCE

Call Tuesday through Friday	Send completed registration cards to:
9:00 AM to 6:00 PM	
1-800-248-6540 or (317) 722-8201	Children Cope with Divorce, Registrar
Ask for Children Cope With Divorce	4701 North Keystone Avenue
Seminar Registration	Indianapolis, IN 46205

RULE 7

FINANCIAL DECLARATION FORM

7.1 **Required Exchange.** In all relevant family law cases, including dissolution of marriage, legal separation, annulment, paternity, post-decree modification and support proceedings, both parties shall, within 60 days after the initial filing, complete and exchange the Financial Declaration Forms attached at Appendix E. If a contested provisional hearing is scheduled before that time, both parties shall exchange financial information relevant to the issues before the Court no less than two (2) working days in advance of the hearing.

7.2 **Required Filing.** Both parties shall file completed Financial Declaration Forms with the Court no less than seven (7) days before a contested hearing. In the case of a contested provisional hearing, the parties shall file the financial information relevant to the issues before the Court no less than two (2) working days in advance of the hearing.

7.3 **Exceptions.** The Financial Declaration Forms need not be exchanged if:

1. The parties agree in writing to waive exchange and the parties have executed a written agreement which settles all financial issues;
2. The proceeding is one in which the service is by publication and there is no response;
or
3. The proceeding is post-decree and concerns issues without financial implications.

Provided, however, when the proceeding is post-decree and concerns only a child support arrearage or spousal support arrearage, the alleged delinquent party shall complete the entire form. The support recipient shall complete only that part of the form that requires a statement of the basis of the arrearage calculation (with appropriate supporting documentation).

7.4 **Admissibility.** Unless a party makes a specific objection to the admission of the other party's completed Financial Declaration Form at the hearing, the Form shall be admitted into evidence. Any objection shall be made only to that part of the other party's completed Financial Declaration Form that is deemed objectionable and not to the entire completed Form. A party does not waive the right to challenge the accuracy of the other party's completed Form by failing to object to the admissibility of the completed Form.

7.5 **Supporting Documents.** For the purpose of providing a full and complete verification of assets, liabilities and values, at the time of the initial exchange, each party shall attach to the Form the supporting information that is reasonably available. This shall include recent bills, wage and tax records, credit card statements, and bank, pension and year-end mortgage statements. "Reasonably available" means material which may be obtained by letter accompanied with an

authorization, but does not mean material that must be subpoenaed or is in the possession of the other party. Appraisals of real estate and pensions, or of personal property such as jewelry, antiques or special collections (stamps, coins or guns, for example), are not required. However, once an appraisal is obtained, it must be exchanged. When the Financial Declarations Form is filed with the court, the supporting documentation need not be attached but shall be available to the court at the final hearing.

7.6 Financial Declaration -- Mandatory Discovery. The exchange of Forms constitutes mandatory discovery. Thus, Ind. Trial Rule 37 sanctions apply. Additionally, pursuant to Ind. Trial Rule 26(E)(2) and (3), the Form must be supplemented if additional material becomes available.

7.7 Withdrawal of Forms. Financial Declaration Forms may be withdrawn by the parties at the conclusion of the case with the agreement of all parties and the approval of the judge presiding in the case.

RULE 8

ORDER OF PROTECTION

8.1 Orders of Protection. In the event a party seeks an Order of Protection, the party must file a petition under Ind. Code 34-26-5 in the pending family law case. The Court shall review the request, and if required, set a hearing.

8.2 Forms. A party may obtain forms for filing a petition for an Order of Protection from the Clerk's Office in the Justice Building. There is no cost or fee for filing a petition for an Order of Protection and the Court may not require a petitioner to provide security.

RULE 9

TEMPORARY RESTRAINING ORDERS

9.1 Trial Rule 65. Subject to the provisions of Ind. Trial Rule 65, and Ind. Code 31-15-4, in an action for dissolution of marriage, paternity, legal separation, or child support, the Court may issue a Temporary Restraining Order, without hearing or security, if the Court finds on the basis of the moving party's affidavit that injury would result to the moving party if an immediate order were not issued.

9.2 Joint Order. The Court may enjoin both parties from:

1. Transferring, encumbering, concealing, selling or in any way disposing of any property, except in the usual course of business or for the necessities of life, without the written consent of the parties or the permission of the Court;
 2. Removing any child of the parties then residing in the State of Indiana from the State with the intent to deprive the Court of jurisdiction over such child without the prior written consent of all parties or the permission of the Court.
- 9.3 Order for Possession of Property. The Court may grant either party the temporary possession of property pending a hearing.

RULE 10

ATTORNEY FEES IN CONTEMPT ACTIONS

An attorney may submit testimony about attorney fees in contempt actions by affidavit, accompanied by an itemized statement of time and charges. Affidavits concerning attorney fees shall be admitted into evidence unless there is a specific objection by a party.

RULE 11

VISITATION AND USE OF INDIANA PARENTING TIME GUIDELINES

- 11.1 Use of Guidelines. Unless the court enters specific orders to the contrary or the parties otherwise adopt a specific parenting plan, the non-custodial parent shall be granted visitation in accordance with the Indiana Parenting Time Guidelines.
- 11.2 Availability/Receipt of Guidelines. At the time of filing any new case or modification request concerning child custody and/or visitation, each party shall review the Parenting Time Guidelines. Copies of the Guidelines may be obtained from the Clerk or are available on the internet at www.in.gov/judiciary/rules/parenting.
- 11.3 Acknowledgment. The parties shall acknowledge in any settlement agreement or agreed order that they have received a copy of the Indiana Parenting Time Guidelines. It shall not be necessary to attach the Guidelines to the agreement or decree. An acknowledgment in a form consistent with the form in Appendix C is sufficient.
- 11.4 Different Parenting Plan. If the parties adopt a parenting plan that is different from the Guidelines, the plan must be set forth in the settlement agreement or agreed order.

RULE 12

ORDER FOR LAW ENFORCEMENT ASSISTANCE

An Order directing the Bloomington Police Department, Monroe County Sheriff's Department, or other appropriate law enforcement agency to accompany a party to his or her residence to obtain possession of property should read substantially as follows:

The _____ (name of agency) is hereby ordered to assist _____ (name) in taking possession of his/her personal property specified above located at _____ (address) as soon as possible.

RULE 13

FAMILY LAW PRE-TRIAL CONFERENCES

At least one pretrial conference shall be held in every contested family law case.

13.1 Initial Pre-Trial Conference. The Court may set the case for an initial pre-trial conference to consider referring the case to mediation or other Alternative Dispute Resolution, to consider appointing a guardian ad litem or professional evaluator, and to schedule further hearings. If all parties are represented by counsel, the parties are not required to attend the initial pre-trial conference unless the Court orders otherwise.

13.2 Final Pre-Trial Conference. All contested cases concerning child custody or child visitation, and all contested dissolution of marriage cases concerning property division, shall be set for a final pre-trial conference prior to the hearing date.

13.3 Filing of Pre-Trial Statements. At least two (2) days prior to the final pre-trial conference, each party shall file Pre-trial Statements which shall include all matters deemed important to the trial of the case, and must include all information set forth in Paragraph 13.4 below.

13.4 Form of Final Pre-Trial Statement. The Final Pre-Trial Statement shall contain the following statements in separate numbered Paragraphs as follows:

13.4.1 Jurisdiction. A statement of any contested issues concerning the authority of the Monroe Circuit Court to issue binding orders in the case.

- 13.4.2 Petitions or Motions Filed. A list of all outstanding motions that require a ruling by the Court.
- 13.4.3 Discovery. A statement of any outstanding requests for information that have not been answered by either party, and a listing of any remaining discovery the party intends to conduct before the hearing.
- 13.4.4 Statement of Position. A concise statement of the party's position on contested issues.
- 13.4.5 Stipulations. A statement of any agreements of the parties about factual or legal issues.
- 13.4.6 Contested facts. A short and plain statement of contested issues of fact which remain to be litigated at the hearing.
- 13.4.7 Issues of Law. A short and plain statement of contested legal issues which remain to be litigated at the hearing.
- 13.4.8 Exhibits. A list of exhibits the party intends to offer in evidence at trial.
- 13.4.9 Witnesses. A list of the names and addresses of all witnesses expected to testify at the hearing. Expert witnesses shall be so designated.
- 13.4.10 Amendments to Pleadings. Any amendments the party intends to make to his or her pleadings.
- 13.4.11 Probable Settlement. The party's opinion of the likelihood of settlement or the probable success of a further mediation conference.
- 13.4.12 Time Required for Hearing. The party's final estimate of the time required to conduct the hearing.

13.5 Failure to file Pre-Trial Statement. In the event either party should fail to timely file a Pre-Trial Statement as required by this Rule, the Court may cancel the pre-trial conference or enter appropriate sanctions against the party failing to file such Pre-Trial Statement.

13.6 Pre-Trial Order. Following the pre-trial conference, a Pre-Trial Order shall be entered which recites the action taken at the conference, the amendments allowed to the pleadings, and any agreements made by the parties that limit the issues for trial. The Pre-Trial Order shall control the subsequent course of action, unless modified thereafter to prevent manifest injustice.

13.7 More than one Pre-Trial Conference. If necessary or advisable, the court may adjourn the pre-trial conference from time to time or may order an additional pre-trial conference.

RULE 14

QUICK TRIAL CALENDAR

Each Court having family law jurisdiction shall maintain a list of those cases which may be ready for trial with seven (7) days or less notice. The parties, through their counsel, may agree in a joint written request to place their case on the Quick Trial Calendar. If the Court determines that

none of the trials set on a certain day are going to be tried on that day, then the Court may refer to its Quick Trial Calendar. The parties in the order of their request for a quick trial will then be notified of the available date, and subject to their schedules, may have their matter heard on the available day.

RULE 15

TERMINATION OF REPRESENTATIVE CAPACITY

15.1 Upon the entry of a final order in a domestic relations or juvenile paternity case, or the entry of an Order of Modification of Custody, Visitation or Child Support, the appearance of an attorney on behalf of a party shall be considered withdrawn and shall be terminated:

1. Upon the entry of an Order of Withdrawal by the Court;
2. Thirty (30) days after the entry of a Final Judgment, or thirty (30) days after the denial of a timely motion to correct error, unless a Notice of Appeal is timely filed in the Indiana Court of Appeals or Indiana Supreme Court; or
3. The conclusion of any such appeal, unless a new trial is ordered or further hearings are scheduled in the Trial Court.

15.2 After the termination of attorney representation pursuant to 15.1 above any subsequent pleadings filed in the case shall be served upon the other party pursuant to the Indiana Rules of Trial Procedure, and not to the former attorney of record.

15.3 Any copy served upon original counsel following counsel's withdrawal pursuant to 15.1 above shall be deemed to be a matter of information or professional courtesy only, and shall not be considered to be adequate legal notice to the other party of the subsequent pleading or subsequent legal proceeding.

RULE 16

DELAYED RULING

If thirty (30) days after submission of the evidence and any proposed findings and orders the Trial Court has not issued its decision, the parties may by joint letter to the trial court request that the ruling be issued as soon as is practicable. If forty-five (45) days have elapsed after submission of the evidence and any proposed findings and orders, and the Trial Court has not issued its decision, the parties may request and the Trial Court shall promptly schedule a post-

hearing conference to be attended by the trial judge, counsel for the parties, and any pro se litigants. If sixty (60) days after submission of the evidence and proposed findings and orders the Trial Court has not issued its decision, the parties may by joint letter request, and the Trial Court shall promptly schedule, a post-hearing conference to be attended by the trial judge, counsel for the parties, and the parties. This is intended to supplement Indiana Trial Rule 53.1.

APPENDIX A

**STATE OF INDIANA
MONROE CIRCUIT COURT**

301 North College Avenue, P.O. Box 547
Bloomington, Indiana 47402
(812) 349-2601

IN RE THE MARRIAGE OF CASE NO. 53C0 ____ DR ____

_____,
Petitioner

and

_____,
Respondent

SUMMONS

Dissolution of Marriage or Legal Separation

To: _____

The Petitioner has filed an action to dissolve your marriage or for legal separation. The issues raised in this action are stated in the petition which is attached to this summons. The petition also states the relief sought by the Petitioner.

You may file a counter petition if you wish to raise any issues not raised in the petition.

If you do not appear in court at the final hearing the issues raised in the petition will be heard and decided by the court in your absence. You will be notified by first-class mail of the date and time of the final hearing and any preliminary hearing(s). You must inform the court in writing if your mailing address on this Summons is not correct, or if you change your mailing address before a final order is entered in this case.

A final hearing may not be conducted earlier than sixty (60) days after the filing of the petition.

Date _____

Clerk, Monroe Circuit Court

A copy of the above summons and a copy of the complaint attached thereto were received by me
this _____ day of _____, 2____.

Signature of Respondent

PRAECIPE: I designate the following mode of service to be used by the clerk.

_____ **By Certified or Registered Mail** with return receipt to above address.

_____ **By Sheriff** delivering a copy of summons and complaint personally to Respondent or by
leaving a copy of the summons and complaint at his/her dwelling house or usual place of
abode.

_____ **By Personal Service** delivering a copy of summons and complaint personally to
Respondent.

_____ **By Serving an Agent** as provided by rule, statute or valid agreement.

Signed: _____ Attorney/Petitioner
Printed: _____ Attorney # _____
Address: _____

Telephone: _____

RETURN OF SUMMONS

This summons came to hand on the _____ day of _____, 2____ and I
served the same on the _____ day of _____, 2____.

1. By delivering a copy of summons and complaint personally to _____
_____ on this ____ day of _____, 2000.
2. By leaving a copy of summons and complaint personally with _____
_____ on this ____ day of _____, 2000.
3. By mailing by first class a copy of summons and complaint on this _____ day of
_____, 2____. To _____
Respondent's last known address.
4. Respondent cannot be found in my bailwick and summons was not served.

And I now return this writ this _____ day of _____, 2____.

_____, Sheriff

_____, Deputy

APPENDIX B

**STATE OF INDIANA
MONROE CIRCUIT COURT**

301 North College Avenue, P.O. Box 547
Bloomington, Indiana 47402
(812) 349-2601

IN THE MATTER OF
THE PATERNITY OF:

CASE NO. 53C0__ ____ JP ____

_____, Petitioner

SUMMONS
Paternity Action

To: _____

The Petitioner has filed a petition to establish paternity. The issues raised in this action for paternity are stated in the petition which is attached to this summons. The petition also states the relief the Petitioner seeks.

You may file a counter petition if you wish to raise any issue not raised in the petition.

If you do not appear in court for scheduled hearings the issues raised in the petition will be heard and decided by the court in your absence. You will be notified by first-class mail of the date and time of any hearings. You must inform the court in writing if your mailing address on this Summons is not correct, or if you change your mailing address before a final order is entered in this case.

Date _____

Clerk, Monroe Circuit Court

A copy of the above summons and a copy of the complaint attached thereto were received by me
this _____ day of _____, 2_____.

Signature of Respondent

PRAECIPE: I designate the following mode of service to be used by the clerk.

_____ **By Certified or Registered Mail** with return receipt to above address.

_____ **By Sheriff** delivering a copy of summons and complaint personally to Respondent or by
leaving a copy of the summons and complaint at his/her dwelling house or usual place of
abode.

_____ **By Personal Service** delivering a copy of summons and complaint personally to
Respondent.

_____ **By Serving an Agent** as provided by rule, statute or valid agreement.

Signed: _____ Attorney/Petitioner
Printed: _____ Attorney # _____
Address: _____

Telephone: _____

RETURN OF SUMMONS

This summons came to hand on the _____ day of _____, 2_____ and I
served the same on the _____ day of _____, 2_____.

5. By delivering a copy of summons and complaint personally to _____
_____ on this _____ day of _____, 2000.
6. By leaving a copy of summons and complaint personally with _____
_____ on this _____ day of _____, 2000.
7. By mailing by first class a copy of summons and complaint on this _____ day of
_____, 2_____. To _____
Respondent's last known address.
8. Respondent cannot be found in my bailwick and summons was not served.

And I now return this writ this _____ day of _____, 2_____.

_____, Sheriff

_____, Deputy

APPENDIX C

Suggested acknowledgment for use under Local Family Rule 11.3

[Caption]

ACKNOWLEDGMENT OF RECEIPT OF INDIANA PARENTING TIME GUIDELINES

The Petitioner and the Respondent acknowledge that they have received a copy of the Indiana Parenting Time Guidelines consisting of 28 typewritten pages as adopted by the Indiana Supreme Court on December 22, 2000, with an effective date of March 31, 2001.

Acknowledged this ____ day of _____, 200__

Petitioner

Respondent

Attorney for Petitioner

Attorney for Respondent

ACKNOWLEDGMENT OF USE

The parties further acknowledge that they have made reference to these Parenting Time Guidelines in the entry submitted in this cause and that these Guidelines will be used by the parties for the purpose of visitation and in the resolution of any disputes on visitation issues until further order of the Court.

Acknowledged this ____ day of _____, 200__

Petitioner

Respondent

Attorney for Petitioner

Attorney for Respondent

APPENDIX D

STATE OF INDIANA)
)SS:
COUNTY OF MONROE) CAUSE NO. 53C0_____

IN RE THE MARRIAGE/PATERNITY
SUPPORT OF

AND

CHILD SUPPORT ARREARAGE CALCULATION

Weekly child support amount	_____
Date of child support order	_____
Prior findings of arrearage and Date of finding	_____ _____
Support owed [number of weeks X weekly amount]	_____ _____
LESS	
Support paid through the Clerk's Office	_____
Support paid directly	_____
TOTAL ARREARAGE	_____
DATE	_____

I affirm under the penalties for perjury that the foregoing information is true and accurate to the best of my knowledge and belief.

Date

Signature

APPENDIX E

**MONROE CIRCUIT COURT FAMILY LAW RULES
FINANCIAL DECLARATION FORM**

ALL PARTIES, INCLUDING PARTIES NOT REPRESENTED BY COUNSEL, ARE REQUIRED TO COMPLY WITH THE FAMILY LAW RULES AND TO COMPLETE AND EXCHANGE THIS FORM.

THIS DECLARATION IS MANDATORY DISCOVERY AND MUST BE COMPLETED AND PROVIDED TO THE OTHER PARTY WITHIN THE TIME PRESCRIBED BY MONROE COUNTY FAMILY LAW RULE 7.1.

FAILURE BY A PARTY TO COMPLETE, EXCHANGE AND FILE THIS FORM AS REQUIRED MAY RESULT IN THE IMPOSITION OF COSTS, ATTORNEY FEES AND OTHER SANCTIONS DETERMINED BY THE COURT.

FINANCIAL DECLARATION FORM

STATE OF INDIANA: MONROE CIRCUIT COURT

Case No. 53C0 _ - _ - _

IN RE THE MARRIAGE OF:

Petitioner

and

Respondent

FINANCIAL DECLARATION OF:

Date: _____

*Husband / Father: _____
Address: _____

*Wife / Mother: _____
Address: _____

Social Security Number: _____
Occupation: _____
Employer: _____
Employer Address: _____

Social Security Number: _____
Occupation: _____
Employer: _____
Employer Address: _____

Birth Date: _____

Birth Date: _____

*In paternity actions, the term "husband" includes the putative father and the term "wife" includes the mother.

Date of Marriage: _____

Date of Physical Separation: _____

Date of Filing: _____

Names and dates of birth of all children of this relationship, whether by birth or adoption:

Name	Social Security No.	Date of Birth	Age

IN ALL CASES INVOLVING CHILD SUPPORT: Prepare and attach an Indiana Child Support Guideline Worksheet (with documentation verifying your income); or, supplement with such Worksheet within ten (10) days of the exchange of this Form.

PART I. INCOME AND EXPENSES STATEMENT

STATEMENT OF INCOME, EXPENSES, ASSETS AND LIABILITIES

Attach copies of State and Federal Income Tax Returns for the last three taxable years and wage statements from your employer for last eight weeks.

A. GROSS WEEKLY INCOME

HUSBAND

WIFE

Note: If paid monthly, determine weekly income by dividing monthly income by 4.3

Salary and wages, including commissions, bonuses, allowances and overtime, payable _____ (pay period)

Pensions and Retirement

Social Security

Disability and unemployment insurance

Public Assistance (welfare/AFDC payments, etc.)

Food Stamps

Dividends and interest

Rents received

All other sources (Specify)

B. ITEMIZED WEEKLY DEDUCTIONS

from gross income:

State and Federal Income taxes

Number of exemptions taken

Husband: _____ Wife: _____

Social Security

Medical Insurance

(list all persons covered):

Coverage:

Medical ()

Dental ()

Eye Care ()

Psychiatric ()

Union or other dues	_____	_____
Retirement or pension fund	_____	_____
Mandatory ()		
Optional ()		
Judgment Garnishments (itemize on separate sheet including case number)	_____	_____
Credit Union Debts	_____	_____
Savings:		
Thrift Plans ()		
Credit Union Savings ()		
Bonds ()		
Other (specify) ()	_____	_____
 C. Child support received for any child(ren) not born to this marriage	 \$ _____	 \$ _____
 D. SELECTED MONTHLY LIVING EXPENSES: (Specify which party is the custodial parent and list names and relations of each member of the household whose expenses are included.)		
Rent or mortgage payments (residence)	_____	_____
Real property taxes (residence) if not included in mortgage payment	_____	_____
Insurance (residence) if not included in mortgage payment	_____	_____
Utilities (including water, sewer, electricity, gas, heat, cable and garbage)	_____	_____
Telephone (including cell phone expenses)	_____	_____
Child support not withheld from pay (not including this case)	_____	_____
Medical (not covered by insurance)	_____	_____
Dental (not covered by insurance)	_____	_____
Insurance (life, health, accident, liability, disability excluding payroll deducted and automobile	_____	_____
School (including, if applicable, colleges, universities, or trade schools)	_____	_____
Child care and pre-school	_____	_____
Transportation (other than automobile)	_____	_____

Auto Payments	_____	_____
Auto insurance (if not in auto payment)	_____	_____
Other (Specify)	_____	_____

Note: Indicate which of the foregoing expenses are delinquent and the amount thereof.

E. DEBTS AND OBLIGATIONS:

ATTACH A COPY OF THE MOST RECENT STATEMENT FOR EACH DEBT.

CREDITOR'S NAME	DATE PAYABLE	BALANCE	MONTHLY PAYMENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:		_____	_____

(Attach additional sheets as needed).

PART II. NET WORTH

List all property owned either individually or jointly. Indicate who holds or how title held: (H) Husband, (W) Wife, or (J) Jointly. WHERE SPACE IS NOT SUFFICIENT FOR COMPLETE INFORMATION OR LISTING, PLEASE ATTACH SEPARATE PAGE.

	Ownership H/W/J	Value	Balance(s) Owed (Identify Creditors)
A. HOUSEHOLD FURNISHINGS (Value of furniture, appliances, and equipment, as a whole; that is, you need not itemize)	_____	_____	_____
B. MOTOR VEHICLES (Year and Make) Indicate Regular Driver	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. SECURITIES (Stocks, bonds, etc.)

<u>Company</u>	<u>Ownership</u>	<u>Value</u>	<u>No. of Shares</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. CASH AND DEPOSIT ACCOUNTS (including banks, savings and loan associations; credit unions; thrift plans; mutual funds; certificates of deposit; savings and checking accounts; IRAs and annuities)

<u>Institution</u>	<u>Ownership</u>	<u>Value</u>	<u>Account No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. LIFE INSURANCE

Company/Policy No.	Ownership	Beneficiary	Face Amount	Type: Term, Whole Life, Group	Cash Value/ Loan Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

F. RETIREMENT PLANS

Name of Plan/Company	Ownership Vested yes/no	Monthly Benefit at Earliest Retirement Date	Present Value if known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach documents from each plan verifying information. If not yet received, attach a copy of your written request to the plan(s) for information.

G. REAL ESTATE (attach separate sheet with the following information for each parcel).

Address _____	Type of Property _____
_____	Date of Acquisition _____
Original Cost \$ _____	Current Market Value \$ _____
Cost of Additions/Remodeling	Mtg. Balance \$ _____
\$ _____	
Total costs \$ _____	Other liens \$ _____
	Equity \$ _____
Monthly payment \$ _____	Basis for Valuation (attach appraisal if
	obtained.) _____
To whom paid _____	_____

Insurance (if not included in payment)	_____
\$ _____	
Taxes (if not included in	_____
payment) \$ _____	
Special	
Assessments _____	

Individual contributions to the real estate (for example, inheritance, pre-marital assets, personal loans)

H. BUSINESS OR PROFESSIONAL INTERESTS

(Indicate name, share, type of business, and value less indebtedness)

I. OTHER ASSETS (that is, specify coin, stamp or gun collections, or other items of unusual value). Use additional sheets as needed.

J. ATTACH ALL AVAILABLE DOCUMENTATION TO VERIFY VALUES.

PART III. ARREARAGE COMPUTATION

If you claim a child support arrearage, the Child Support Arrearage Calculation Worksheet form shall be completed.

PART IV. VERIFICATION

I declare, under the penalty of perjury, that the foregoing, including any valuations and attachments, is true and correct and that I have made a complete and absolute disclosure of all of my assets and liabilities. Furthermore, I understand that if, in the future, it is proven to this Court that I have intentionally failed to disclose any asset or liability, I may lose the asset and may be required to pay the liability. Finally, I acknowledge that sanctions may be imposed against me, including reasonable attorneys' fees and expenses incurred in the investigation, preparation and prosecution of any claim or action that proves my failure to disclose assets or liabilities.

Date: _____
(Party's Signature)

PART V. ATTORNEY'S CERTIFICATION

I have reviewed with my client the foregoing information, including any valuations and attachments, and sign this certificate consistent with my obligation under Trial Rule 11 of the Indiana Rules of Procedure.

Date: _____

Attorney Name and Indiana Attorney Number